

NOTICE

Effective Monday, March 6th, 2017, applicants dropping off plans for review will only be required to submit **one set of plans**.

All plans submitted through the Drop Off section will be digitized and reviewed electronically amongst all departments in order to provide a more efficient plan review process.

All plans submitted through the Drop Off section are considered electronic review and cannot be processed as a Walkthru regardless of the amount of pages.

DERM: Plans requiring DERM review will be submitted to DERM electronically by the Drop Off section. If the applicant wishes to submit to DERM at their location, then plans must have the DERM approval stamp prior to the dropping off plans for second submittal review by the Building Department.

If plans were not approved by all required disciplines, the applicant is required to submit only the new sheets that address the review comments.

Once plans are approved, Records Management staff will notify the applicant via email to pay the balance of the permit fee.

Once the remaining balance has been paid in full, Records Management staff notifies the applicant via email with instructions to download and print the approved drawings, supporting documents and permit card to keep at the jobsite.